



Registered Charity No. 1097995

Registered Co. Ltd. 4441516

**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE**

**ANNUAL REPORT**

**AND**

**SUMMARY OF ACCOUNTS**

**1ST JUNE 2017—31st May 2018**

The Basement, Aldwyck House  
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# CHARITY INFORMATION

<b>Company Registration Number</b>	04441516
<b>Charity Registration Number</b>	1097995
<b>Registered Office</b>	The Basement, Aldwyck House Upper George Street Luton Bedfordshire LU1 2RB
<b>Telephone</b>	01582 484807
<b>Mobile</b>	07427577087
<b>Email</b>	<a href="mailto:info@africancentre.org.uk">info@africancentre.org.uk</a>
<b>Website</b>	<a href="http://www.africancentre.org.uk">www.africancentre.org.uk</a>
<b>Bankers</b>	Barclays Bank Plc 28 George Street Luton Bedfordshire LU1 2AE
<b>Reporting Accountant</b>	Michael Foley & CO 20 Rosslyn Crescent Luton Bedfordshire LU3 2AU
<b>Solicitors</b>	Audleys Solicitors Maxet House Liverpool Road Luton Bedfordshire LU1 1RS

# OUR TEAM



## Trustees

Chair	-	Mr Jairo Omondi Nyaongo
Vice-Chair	-	Ms Lola Ibilola
Treasurer	-	Mr Rukebanyi Ruhana
Company Secretary/Trustee	-	Miss Elise A. Okamba

## Staff

Director /Projects Manager	-	Mr Bony Ndjova-Shamalo
Project Administrator/Finance Officer	-	Miss Lisa Rwodzi
Training and Development Officer	-	Dr. Margaret Olugbaro
Project Outreach Worker	-	Mrs. Gbemisola Olaiya
Trainer	-	Ms Ben Afolabi
English/ Employability Tutor	-	Dr. Margaret Olugbaro
Systems Engineer	-	Mr. Kingsley Amadu
Internal Quality Assurer	-	Mr. Ayodele Daouda

## Volunteers

Lola Ibilola, Manuela Rocha, Anthony Imaku, Jacintha Egbujua, Emmanuel Snowden, Tinotenda Chihope, Chinazor Imode, Terrence Nyan-doro, Babatomiwa Ogundimu, Akhtar Mohammed, Chantal Mampuya, Marie-Noel Okamba, Adriana Voda, Florence Odunaye, Selvitje Pjetri, Petra Shimbundje, Joshua Mukilibi, Nadia Henson, Samreen Kauser, Funmi Oluemi, Mouhcina Begum, Maguy Mangituka, Yannick Nzala, Simisola Olugbaro, Moses Rwodzi, Suzana Alliu, Shahida Parvin, Romisa El-Tayeb, Zahera Begum.





# VISION AND MISSION STATEMENT

Bedfordshire African Community Centre (BACC) is a community organisation, based in Luton which aims to meet the needs of members of the Black African community and other BME's living in Luton and environs by assisting with information, advice, support and services that promote integration into the wider community and reduces isolation. Through the services provided people from these communities can enjoy a better and sustainable lifestyle.



## VISION

To empower, support and assist individuals and minority groups from Africa including Asylum Seekers, Migrant Workers and Refugees living in Luton and Bedfordshire to develop skills and values that are needed in the wider community and to support them to play a full part in the life of the mainstream community in Luton and Bedfordshire.

## MISSION

To promote the benefit of African people living in Luton, Bedfordshire and surrounding areas regardless of their gender, sexual orientation, race, political, religious or other opinions by associating together the said African people and the local authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interest of social welfare for recreation and leisure with the object of improving the quality of life for African people.

### International

To relieve the hardship experienced by of people in the African Sub-Saharan countries who are in need or distressed and assist in the recovery of the sick, convalescing, disabled or infirm.



# CHAIRMAN'S FOREWORD



This is the fourteenth Annual Report of the Bedfordshire African Community Centre (BACC) which covers activities from 1<sup>st</sup> June 2017 to 31<sup>st</sup> May 2018. During this period BACC has been striving to recover from the effects of the reduced funding that occurred in the previous year which reduced staff working hours to part time (20 hours) and eventually redundancy. The "Brighter Future" Project was extended for 3 months by the Big Lottery fund and covered running costs for the year under review.

We had the Heritage project during this year, which achieved great success.

This year's services and activities included: Information, Advice & Guidance, signposting to mainstream services, employment work experience opportunities, training & learning skills, social activities involving children and families such as seminars and workshops.

We have also seen an increasing number of service users from the mainstream services accessing our support in Information, Advice and Guidance (IAG) despite the reduction in funding sources and reduced hours of operation. This change has been a result of the new structured approach to our service delivery called for by austerity measures undertaken by the Government. We had to adjust ourselves to ensure that we remain in operation and to be flexible in order to survive in this complex financial climate. We will therefore endeavour to review the organisation's aims and objectives to ensure that we continue to operate within the guidelines of our constitution.

We are grateful to our Network partners - Voluntary and Community Action, and The Learning Partnership Bedfordshire and Luton Ltd, Tokko Youth Centre. Our heartfelt gratitude also extends to our funders; the Big Lottery Fund in conjunction with the European Social Fund (BBO), Luton Borough Council for their unflinching support, Wixamtree Foundation Trust, Heritage Lottery and our main funders, Big Lottery as well as other generous individuals who supported us both financially and materially throughout this financial year.

Finally, my unreserved gratitude goes to all BACC staff/volunteers and my colleagues on the Board of BACC for their continuous support, dedication and commitment. Thank you all for your hard work and tremendous contributions to BACC. It is my sincere hope that we will continue to work together for the betterment of BACC, service-users and the community as a whole.

I wish you all a successful 2018.

A handwritten signature in black ink, appearing to be 'Jairo O. Nyaongo', followed by a dotted line.

**Jairo O. Nyaongo**  
**Chairman of the Board of Trustees of Bedfordshire African Community Centre**

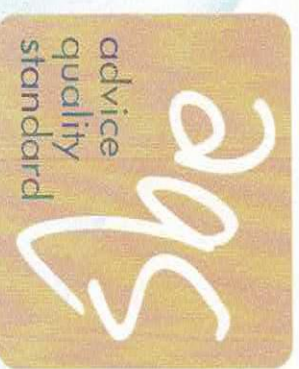
## Our partners and sponsors



LOTTERY FUNDED



*Together... Committed to making a difference*





# DIRECTOR'S REPORT



I want to thank the Board of Trustees, staff members and volunteers for their ongoing support and confidence in me despite the many difficult moments experienced, during the last past financial year.

Bedfordshire African Community Centre (BACC) aims at the development and promotion of the integration of Black Africans and other disadvantaged groups within the wider community, looking to ensure equal opportunities of access to community based services and prospects.

Once again, it is a privilege and an honour to present BACC's Annual Report for the financial year 2017 to 2018

In the previous financial year (2017-2018), we re-started to provide services from October 2016 to the community normally after Big Lottery Fund accepted to re-instate the "Brighter Future Project" funding. The Year 4 Brighter Future Project' activities and services were carried out by four part-time staff members and well-skilled and dedicated volunteers.

After a successful meeting with Big Lottery Fund, at the end of Year 4, the project was extended because there was an underspend. This enabled us to continue providing training and other services within the community.

As our Matrix Quality Standard goes into expiration, we will work towards renewing the AQS (Advice Quality Standard) and continue to maintain the Q-CAS (Quality System for Community Advice Services). These quality standards ensure that we monitor and maintain the quality of advice and support services that we provide to our clients. Through our actions, we have been able to support the local community by providing the following services and activities:

## Information Advice and Guidance (IAG)

Increased access to mainstream services by the provision of IAG.

Planned Target: 450 people

By the end of the project, 1,050 of our beneficiaries have accessed/ been referred by other agencies or organizations for further support. We have had referrals from Luton Borough Council. Citizens Advice Bureau, Noah Enterprise and University of Bedfordshire. We exceeded our target by 600.

## Training and Work Experience

a) Improved confidence, self-esteem and new skills through the provision of training to gain skills for life and employability.

Planned Target: 240

We have reached out to 296 beneficiaries as at the end of Year 4. These beneficiaries attended training sessions, skills workshops, employability skills training and work experience at the office and lunch club. The planned target was exceeded by 56.

b) Provision of work experience through volunteering.

Planned Outcome: 60

76 beneficiaries from Luton and environs accessed work experience. These included adults (19+) who needed exposure to the work environment to increase their chances of finding work.



There has been an improved personal development of staff and volunteers through training e.g. some of our staff members have gained recognized qualifications in the delivery of information, advice and guidance (IAG); thus make sure the better quality of service to the service users.

### **3. Marketing through Media and Social activities**

Marketing and promotional tools with use of social media such as Facebook, Twitter, Skype and YouTube have been further developed. Furthermore, we have promoted of our Mental Health project and lunch club through the use of leaflets, word of mouth, local radio stations e.g. BBC 3 Counties Radio and Africa UK Radio.

Our newly developed website has been officially launched at the end of February 2018.

Project posters and flyers about the community Centre and within other community locations in Luton are regularly displayed.

### **4. Financial activities**

This financial report describes funding and expenditure of activities carried out from 1st June 2017 to 31st May 2018.

BACC has secured funding from The Big Lottery Fund as well as other funding partners who had stopped their grant funding due to the economic strains experienced in the previous year.

Total incoming resources were £56,105 as against £56,683 for the previous year. This figure reflects a decrease of 1% of funding being attributable to grants received, as a proportion of total income.

Incoming resources from the charity's own activities decreased from £55,053 to £56,434; this represents about 1% reduction in the previous year value.

Total Expenses were £64,585 for the year compared to the previous year which was £51,966. This is broken down as follows;

Education and Training	£35,458
Advice, Information and Welfare	£27,355
Governance	£850

This financial report for the period of 2016-2017 the charity has reported (£8,480) net outgoings showing a deficit related to BACC's financial activities.

Directors and Trustees have implemented organizational policies ensuring that funds received are managed effectively and wisely spent. The Directors and Management of BACC are aware of the importance of sustainability and therefore set up a steering group for sustainability planning. We continually strive to improve on the progress we have made in the provision of excellence in our service delivery.

Once again, I would like to take this opportunity to extend my sincere thanks and gratitude to all of our dedicated staff, volunteers and partner organisations. Without your hard work and commitment the achievements presented in this report would not have been possible.

Thus, I commend this report to the members of our community and to the board of trustees of BACC.

Bony N. Shamalo  
Executive Director



# HIGHLIGHTS OF THE YEAR

## Partnership and Network

BACC has continued to build partnerships with various organisations including Learning partnership, Citizens Advice Bureau Luton and other organisations/agencies through our membership with Luton Advice Network (LAN) and other Local Authorities that have considered us as a better choice to deal with particular situations. BACC's network has grown this year through collaborations, workshops and training with other local agencies such as NOAH Enterprise, Voluntary Works and Learning Partnership to name a few.

## Diversity of beneficiaries

We have experienced a demand on our services not only by migrants and asylum seekers who are mostly of African origin but also European migrants and Asian communities like China, Bangladesh and Pakistan. In all cases, we have been able to provide language support (ESOL), mainstream service signposting, employability skills support, Basic skills training, CV writing and interview skills, housing and benefit advice aimed at easing the stress and frustration associated with isolation and lack of belonging in the Community. These services have helped in promoting the wellbeing of these beneficiaries and their families (see page 16-18).

## Family Fun Day 2017

We organised a family event in April 2017 which attracted 50 participants including parents and children some of whom are service users and volunteers. There were lots of activities, games, food, drinks and gifts for the children who took part in various competitions. Music was provided by an upcoming songwriter/artiste who is also one of our volunteers. Judging by the positive feedback, the event was a huge success. A parent who was invited by a member of staff said:

*'This is a good idea and my children had so much fun. I would suggest more publicity for such events so that more parents especially can bring their children. Well done!'*

We have taken such feedback and many others on boards and will do better next time.

## Lunch Club Open Day

Our weekly Lunch Club was initially funded by the Urban Church Fund through the Near Neighbours Project and taken over by Peoples Health Trust in September 2015. Ever since it has attracted a number of participants from all faiths, backgrounds and ethnicities. It has also served as an avenue for meeting employment needs and most of the previous participants are in paid employment within the catering sector, cleaning, customer service, cash handling, support work and health care. As a result of its popularity and significant impact within the community, the funding from People's Health Trust was for a period of 2 years (October 2015-September 2017).





To round off the PHT funding period, we organised an open event where we showcased different foods from around the world. A popular meal was chosen from every continent around the world for participants and customers to try out. The total number of attendees on the day was 50. Majority of these were regular customers with a few who attended for the first time. The event further helped to promote the Lunch Club and its activities. One of those who attended for the first time said:

*'I never knew such a huge activity took place weekly so close to where I work. Great job, guys. Will def. come back.'*

We also spoke to some of the regular customers on the day and they had this to say:

*'Before now, I was not adventurous with food. I was satisfied with staying in my lane foodwise. I want to say thanks to your lovely team who prepare delicious meals every week. I can't miss this every Wednesday. Well done.'*

*'Such good food and so affordable!'*

We charge £2 per meal which consists of a main meal and several choices of desserts. It is free for volunteers. In order to continue running the lunch club after the funding period, the money from food sales will be used to purchase materials and pay for the venue.

## **OUR SERVICES/ACTIVITIES**

With BACC's increased presence in the community we have been able to reach beneficiaries through successful partnerships with other agencies such as Luton Borough Council's Stronger Families team, local partners and other London Boroughs such as Walthamstow who are looking to settle families in temporary accommodation within Luton. As a result of this interaction, links have been established with local schools and colleges to provide support, advocacy, placements and work experience opportunities for clients.

There are qualified staff who provide information, advice, guidance and support in the following areas:

Housing and accommodation needs  
Family and Personal Matters  
Counselling and Positive Parenting  
Health and Community Care  
Welfare and Benefits  
Education and Training  
Support into employment  
Advocacy and Translation  
Signposting  
Career Advice  
Volunteering  
Work Experience



Most of these services are run on a drop-in and outreach basis. Separate sessions are run for the training and employment support.

## **Activities**

### **Drop-in and Outreach Services**

We have provided regular Information Advice and Guidance (I.A.G) drop-in sessions at the centre and deliv-

Our achievements this reporting year include the following:

- 150 beneficiaries of LA.G per month; totalling 1,800 clients
- 115 people have turned out to our social events so far.
- 28 people have received outreach services so far.

We have been pro-active in the steps that we have taken to meet the needs of clients including signposting and referrals to other networks and partner agencies.

### **Staff Training**

Members of staff and volunteers attended conferences, meetings, training and seminars organised by partners such as Voluntary Works, Learning Partnership, SEMLEP and other local agencies/authorities. These trainings, conferences, seminars organised by partners such as Voluntary Works, Learning Partnership, SEMLEP and other local agencies/authorities. These trainings, conferences, seminars and workshops were aimed at strengthening relationships with partners, building new relationships, capacity building, improved skills and performance.

### **Volunteering Opportunities**

35 new volunteers signed up and were assigned different roles and responsibilities under the supervision of staff members. Their progress and periodic assessments were carried out by the training Officer/Volunteer Manager. Some have moved into employment and are applying work skills gained during their time as volunteers.

### **Work Experience**

12 secondary school, college students took part in our work experience scheme thereby opening our doors to young people and bringing fresh ideas from local schools and neighbouring colleges. They were also able to develop their employability skills, develop confidence, develop communication and people skills to help them as they progress in their courses/future careers.

### **Employability Skills Sessions**

Employability training has continued as normal. During the year, 55 people benefitted from our Employability' related activities.

### **Funding Applications/Bid Writing**

We rely on funding for our projects and each funding has its own timespan. As a result, we have not relented in our efforts to secure funding to continue running as an organisation. A list of funding applied for is available on page 17.

### **Publicity**

Awareness of our services was raised during activities such as fundraising, social activities and most especially, word of mouth which has been one of the most efficient ways of promoting BACC's impact within the community. We have often had referrals from satisfied service users who recommend us to friends, family and acquaintances. Referrals and signposting from other statutory organisations is another source



of publicity which has brought to the fore the increased demand for our services within Luton. BACC still remains the only Community Centre in Luton which is diverse in the range of service users and provides tailored services for every client. Up to 55% of service users from other ethnic minority groups have been able to access services. In the future we will increase the promotion of our services through social media handles and consistent updating of our website.

### **Building Better Opportunities (BBO) Project**

This project, jointly funded by European Social Fund (ESF) and Big Lottery provided Employability and Skills Training programmes for those who are looking for work but who are economically inactive, unemployed but unregistered, unemployed but registered or previously economically active but out of jobs. The course was designed in a way that their progress towards employment was tracked and adequate feedback available. It was not only designed for those who are seeking work but for those who would like to go for further studies. Every need was adequately catered for.



At the initial stages of the project, those who were eligible had to have lived in the UK for not less than 3 years with a right to stay and work. However, a few months on and after several deliberations, the funders gave allowance for people who were ready for work but had no recourse to public funds. This was a source of encouragement for us because some of our volunteers at the time had no recourse to public funds. They were then engaged on the project and got into paid employment after less than 10 out of the 12 sessions. We were more than pleased to give them work references for their new employers.

### **Annual General Meeting/ New Year Get-Together**

The AGM was held in February 2017 with staff, volunteers, Trustee members and friends of BACC in attendance. The number of people in attendance was 15 which was significantly low. This was attributed to the day and time of the meeting. It was agreed that the next meeting should be fixed for Saturday since most people do not work and can have time to attend with friends and family. We look forward to a good turnout at the next meeting.



### **Sustainability**

BACC has continued with its sustainability plans. One way was to ensure the continuity of a number of projects with end dates for funding. Plans are also underway to rent out training rooms for week day or weekend use in order to generate funds to support running costs.

During the year in view, we have worked with funders such as Big Lottery who supported with office running costs, The ESF/Big Lottery Funded Building Better Opportunities (BBO) project for Employability Skills training, Wixamtree for Information, Advice and Guidance as well as part of training/tutor fees and Peoples' Health Trust (PHT) for our weekly lunch club.



## Challenge within the year

### Cap on staff working hours

During the past year, BACC had financial challenges because the Big Lottery Fund withdrew funding for the 'Brighter Future' project in February 2016 due to lack of guaranteed match funding from other sources. At that time, however, Peoples' Health Trust continued funding the Lunch Club project which was still running as the only guaranteed match funding available. As a result of this shortfall in funding, efforts were made to reduce running costs which included a reduction in staff weekly working hours from full time (37 hours) to part time (20 hours) with additional hours covered by committed volunteers.

This continued into the current year with the new staff members working 20 hours a week supported by committed volunteers. We have managed to pull through and are still providing the services BACC is known for.

### CAPACITY BUILDING ACTIVITIES

BACC has continued to invest in developing the skills and capacity of staff and volunteers in areas such as Budgeting/financial management, Data Protection, Safeguarding Awareness and Management Skills, Emergency First Aid Training, Food Safety in Catering, Information, Advice and Guidance among others.

Our service users were also included in our skills development activities, such as English for Speakers of Other Languages and Employability workshops, Lunch club food preparation sessions, Emergency First Aid, Food Safety in Catering, Safeguarding Awareness and Information Sharing.



In the past year, BACC has seen 424 service users improve their skills through training or participation in activities, 109 have improved their communication skills in English, 203 have accessed ICT, 112 have gained work experience/volunteered, 175 have participated in the weekly Lunch Club project aimed at reducing isolation and promote social inclusion, 65 have gone into employment, 101 have benefitted from CV and Job Club sessions, whilst a total of 280 have participated in our social activities. We have been making use of our Initial Casework Forms (ICF) and monitoring forms to gather data which are updated regularly.





# Project Outcomes Performance and Feedback

BACC targets and progress for every outcomes of the project continues to grow and excel beyond the target.

## Targets and Outcomes for 'Brighter Future' Project (to date)

This is a project funded by Big Lottery for a period of four years. We managed to overcome the challenges we faced in Year 3 and have since been able to get back on track with our service provision. By so doing, all members of staff have worked tirelessly to ensure that the set targets for this project are met by the end of Year 4. We experienced a significant increase in the number of beneficiaries accessing our services thereby exceeding the set targets for each outcome by the end of Year 4. One reason for this significant increase is the demand for our services

### Outcome 1: Information Advice and Guidance (IAG)

Increased access to mainstream services by the provision of IAG.

Planned Target: 450people

1,050 of our beneficiaries have accessed/ been referred by other agencies or organizations for further support. We have had referrals from Luton Borough Council, Citizens Advice Bureau, Noah Enterprise and University of Bedfordshire.

### Outcome 2: Training and Work Experience

a) Improved confidence, self-esteem and new skills through the provision of training to gain skills for life and employability.

Planned Target: 240

So far, we have reached out to 296 beneficiaries. These beneficiaries attended training sessions, skills workshops, employability skills training and work experience at the office and lunch club. The planned target was exceeded by 56.

b) Provision of work experience through volunteering.

Planned Outcome: 60

76 beneficiaries from Luton and environs accessed work experience. These included adults (19+) and 15-18 year olds from secondary schools and colleges. We exceeded our target by 16.

### Outcome 3: Leisure, cultural and social events.

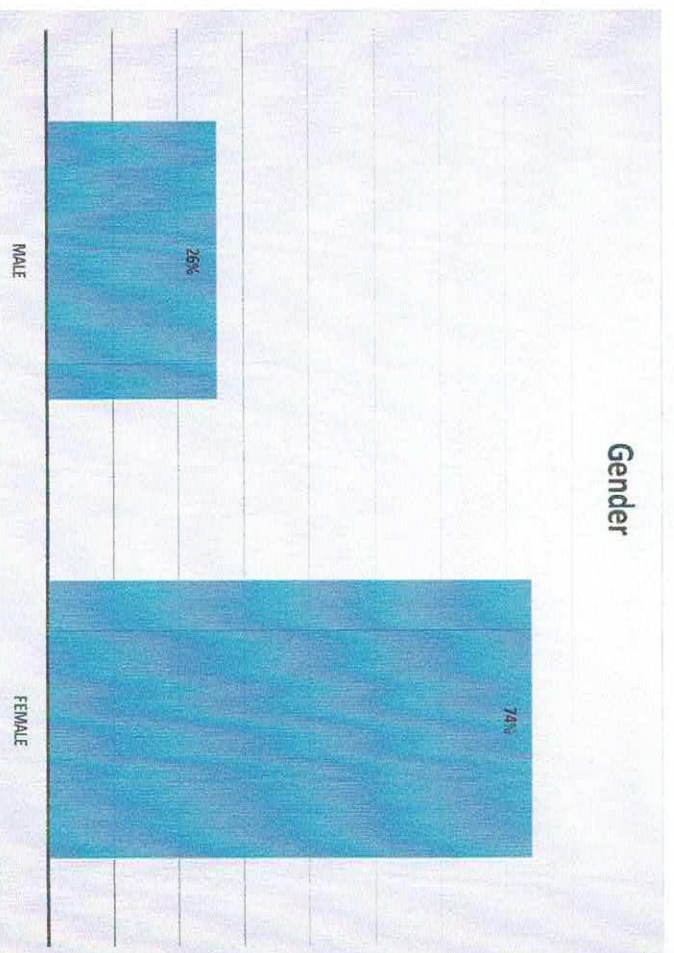
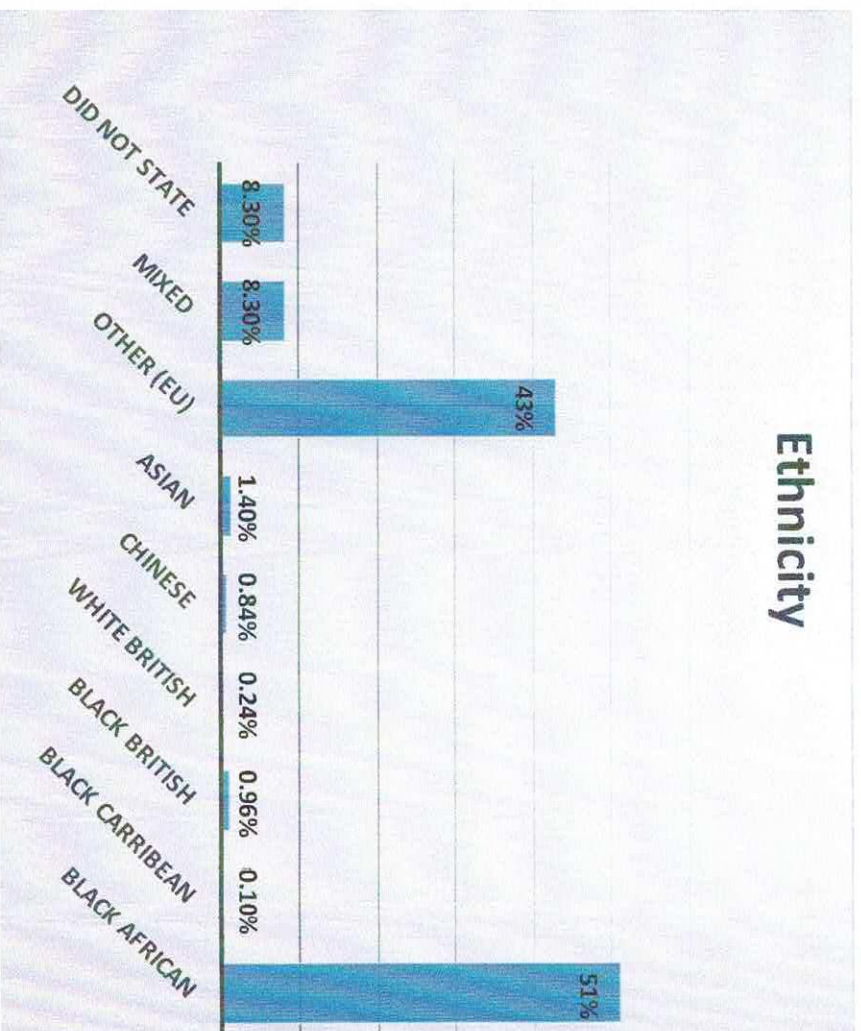
Increased social well-being through leisure, cultural and social events.

Planned Target: 300 people

So far, 400 people have benefited from our social events, outreaches, family fun days, lunch club and holiday clubs. Our summer activity/ open day was a huge success with 60 people in attendance.

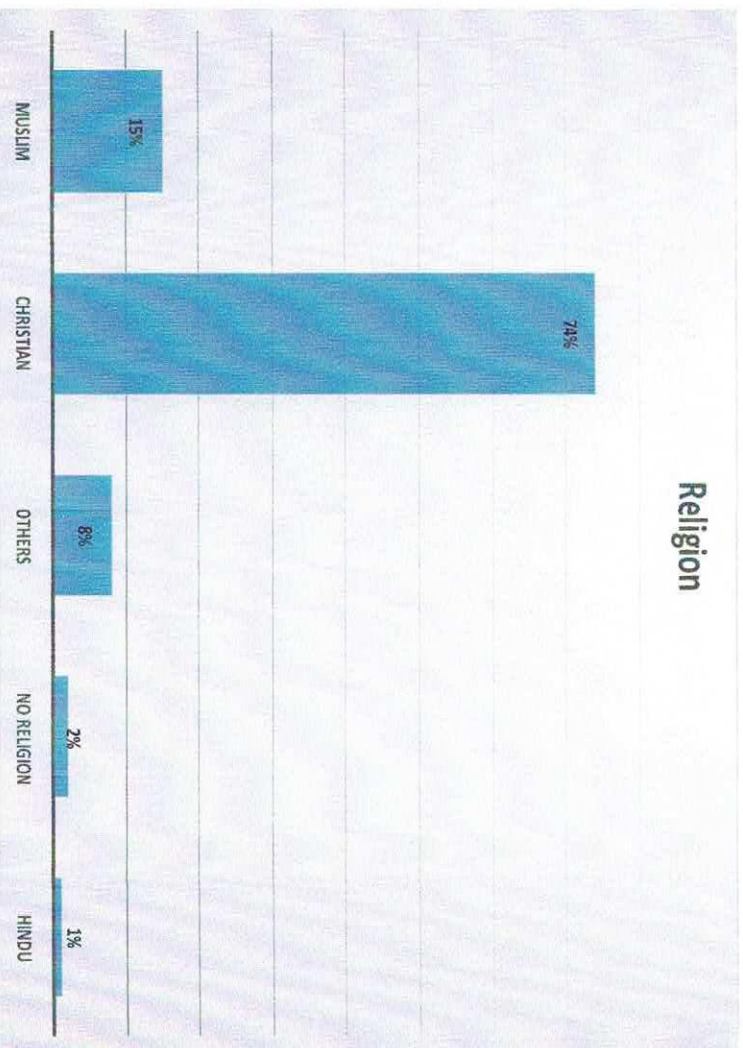
## Data from Monitoring forms

Graphical representations of data collated from the monitoring forms completed by service users during the year under review. These are categorised based on Ethnicity, gender, religion, disability, waiting time, service rating and recommendation.

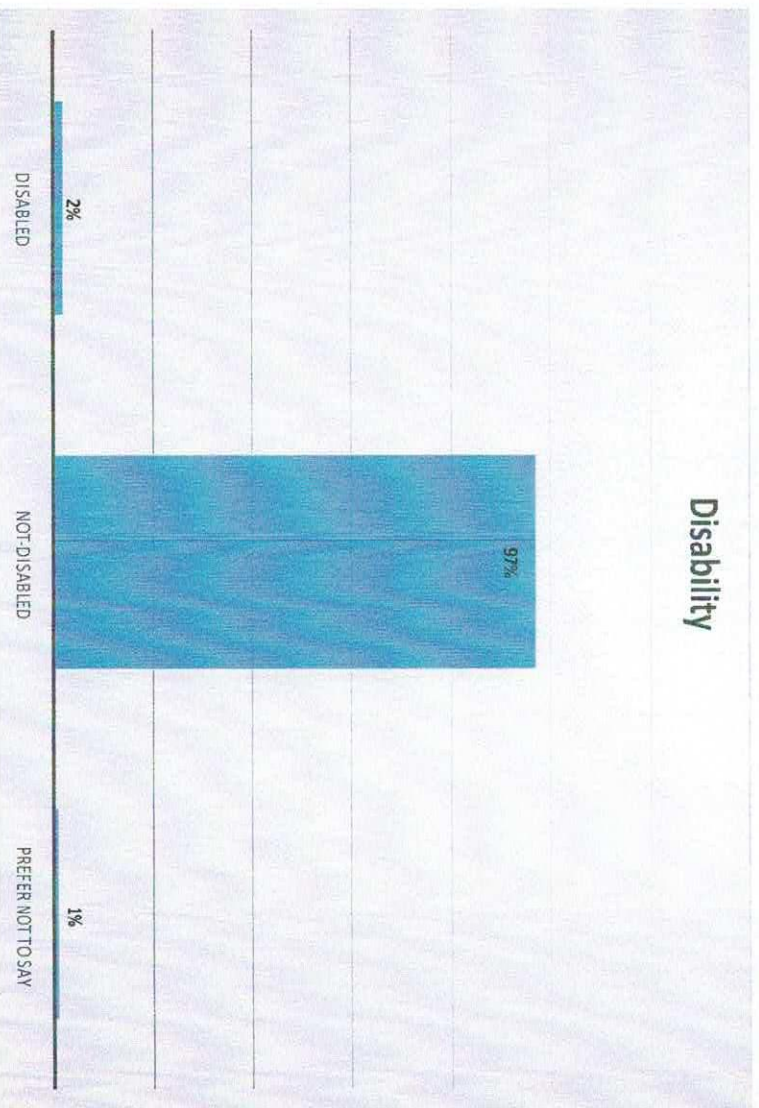




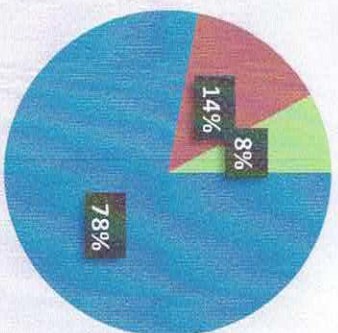
## Religion



## Disability

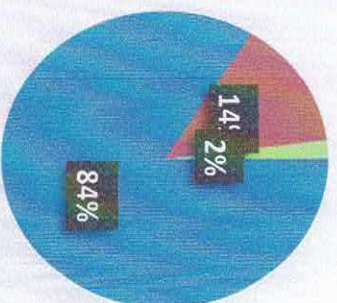


## Waiting times



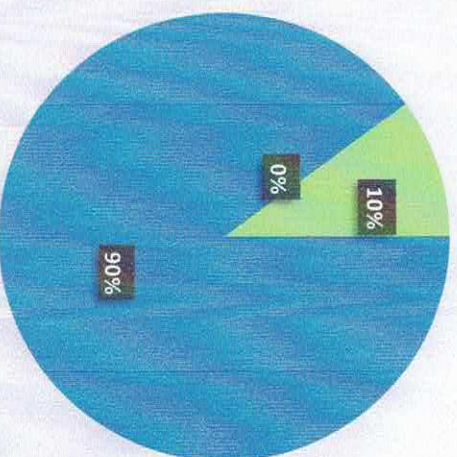
- Less than 10 minutes
- Between 10-20 minutes
- More than 20 minutes

## Service rating



- Excellent
- Good
- Average
- Poor
- Very poor

## Recommendation of our services



- Yes
- No
- Unsure

## Funding Applications

Grant	Purpose	Status
Heritage Lottery	Promoting African heritage (Adire fabric)	Successful
Tudor Trust	Annual running costs	Unsuccessful
Wixamtree Trust	Information, Advice and Guidance, education and employment support	Successful
Learning in Communities Fund	Education and employment support	Unsuccessful
Community Led Learning Development (CLLD)	Education and employment support	Unsuccessful
South East Midlands Local Enterprise Partnership (SEMLEP)	Education and employment support	Pending





# **BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

**COMPANY NUMBER:** 4441516

**CHARITY NUMBER:** 1097995

### **DIRECTORS / TRUSTEES**

Jairo Omondi Nyaongo	-	Chair
Lola Ibilola	-	Vice-Chair
Rukebanyi Ruhana	-	Treasurer

### **SECRETARY**

Elise Akangato Okamba

### **REGISTERED OFFICE:**

The Basement  
Aldwyck House  
Upper George Street  
Luton  
Bedfordshire  
LU1 2RB

### **ACCOUNTANTS:**

Michael Foley & Co  
Chartered Certified Accountants  
20 Rosslyn Crescent  
Luton, Bedfordshire  
LU3 2AU

### **BANKERS:**

Barclays Bank Plc  
28 George Street  
Luton, Bedfordshire  
LU1 2AE



## Current Situation (2017/2018)

### Heritage Lottery Fund

On the bright side, BACC is currently working on the Heritage Lottery funded project which is designed to share and promote heritage. The title of the project is: '*Celebrating and promoting diversity- A focus on the African Adire Textile*'. It will include workshops and training sessions in how to make Adire (indigo resist dyed cotton cloths which originated from Nigeria in West Africa). There will also be opportunities to make items covered with the fabric which will be displayed for sale at the social event in April. A book giving details of the origin and a step-by-step guide on how to make Adire will be highlighted as well as ways by which one can start a small business making items with the fabric. Sessions begin in February.

### Applying for funding

BACC has continued to write bids for new projects and to open its doors to the community (evidence of funding applied for is on page 17). The major funding from Big Lottery ended in October 2017 but we have managed to carry on with former members of staff signing up as volunteers. We thank Big Lottery for their benevolence which has made BACC able to carry on for a further 3 months with the underspend from the 4-year 'Brighter Future' project. The organisation able to cover volunteer expenses, run additional training sessions, keep up with the rent and other running costs for the period of three months (January – March 2018).

The funding period for the Peoples Health Trust (PHT) project also ended in September 2017 and we are determined to continue and make concerted efforts at ensuring that the lunch club continues. We are taking steps towards this.

### Research Projects

#### Lunch Club

As a way of keeping up to date with the needs of the community BACC made plans to embark on research projects aimed at identifying current needs and the impact of our services on the community. Additionally, this would serve as a supporting statement in all future funding applications because the relevance of BACC's service provision would be backed by current evidence. The first in this series was the survey carried out at the lunch club by two students on work experience. Customers and volunteers were given questionnaires focused on the scope of the lunch club (diversity of customers and level of awareness in the community), quality of service and staff/volunteer rating.

### Community Needs Research Project

The second was more comprehensive and required a wider scope of participants and data. Participants included service users, volunteers, staff, trustees and the general public (those who are neither service user but may/may not have heard about BACC). Quantitative and Qualitative data was gathered from primary sources through questionnaires (including online), face to face/telephone interviews and focus groups. The comprehensive report including current secondary data will be available for publication by the beginning of the second quarter of 2018.

## **Training**

### **Staff and Volunteers**

As part of its commitment to staff and volunteer development BACC will provide regular training and Continuing Professional Development (CPD) opportunities. Some of the courses in view are:

Bid writing

Budgeting/ Financial Management

Project Management

Information Advice and Guidance

Emergency First Aid at Work

Food Safety in Catering (Level 1 and 2)

### **The Community**

English for Speakers of other languages (Entry level to Level 2) - free or self-funded

A1-C3 English exam preparation classes – self-funded

International English Language Testing System (IELTS)-self-funded

Life in the UK exam preparation sessions

Volunteering and Employability Skills training - free

Basic Skills -free

Functional Skills – free/self-funded

These will be certified by the appropriate examination bodies for authenticity.

We also have access to online training via the Luton Safeguarding Children's Board (LSCB) and staff/volunteers have had certified training sessions in Safeguarding Awareness, Health and Safety at Work, Information Sharing and Prevention Duty. Apart from face-to-face training, BACC will also include more online training which promotes flexibility. These are FREE.





## Appreciation

The Management and Staff at BACC would like to thank all those who took part, especially those who have taken time to complete our monitoring, assessment and feedback forms. Our heartfelt appreciation also goes out to those who responded to our questionnaires, attended and participated in interviews as well as focus groups, we do not take this lightly and we will not relent in our efforts to serve you better. We say a big Thank You to all our funders and partners including LSCB for giving access to online trainings, it's been a pleasure working with you.

Our show of appreciation cannot end without acknowledging staff members turned volunteers as well as other volunteers who are still as committed as ever. You have affected lives and generations and your good deeds will never be forgotten. Thank you so much.

As we continue to identify the needs of our service users, as well as areas of improvement through feedback, monitoring, and evaluation, we shall strive to do better and continue seeking funding to cater for those needs.

Thank you all.

**Charity number: 1097995**  
**Company number: 4441516**

**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**(LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2018**

**Michael Foley & Co**  
**Chartered Certified Accountants**  
**20 Rossllyn Crescent**  
**Luton**  
**Bedfordshire**  
**LU3 2AU**



**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2018**

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**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**COMPANY NUMBER: 4441516**

**CHARITY NUMBER: 1097995**

**DIRECTORS / TRUSTEES**

Jairo Omondi Nyaongo -	Chair
Rukebanyi Ruhana -	Treasurer
Elise Akangato Okamba-	Trustee/Secretary
Mrs Lola Ibilola	

**SECRETARY**

Elise Akangato Okamba

**REGISTERED OFFICE:**

The Basement  
Aldwyck House  
Upper George Street  
Luton  
Bedfordshire  
LU1 2RB

**ACCOUNTANTS:**

Michael Foley & Co  
Chartered Certified Accountants  
20 Rosslyn Crescent  
Luton  
Bedfordshire  
LU3 2AU

**BANKERS:**

Barclays Bank Plc  
28 George Street  
Luton  
LU1 2AE



**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**REPORT OF THE TRUSTEES FOR THE**  
**YEAR ENDED 31 MAY 2018**

The Trustees present their annual report together with the financial statements of the Charity for the year ended 31 May 2018. Bedfordshire African Community Centre Limited is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number: 1097995. Company number: 4441516.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of trustees/directors of the charity and professional advisors on page 1 of the financial statements.

**THE TRUSTEES**

The trustees who served the charity during the period were as follows:

Jairo Omondi Nyaongo  
Rukebanyi Ruhana  
Elise Akangato Okamba  
Mrs Lola Obilola

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is also a company limited by guarantee. The trustees also act as directors of the company under the leadership of a chairperson.

The day to day running of the charity is under the supervision and control of an office manager and the office manager assists the trustees in the administrative oversight of the charity.

**OBJECTIVES AND ACTIVITIES FOR PUBLIC BENEFIT**

The objectives of the charity are governed by its constitution: Memorandum and Articles of Association as defined by the Companies Act 2006.

The company's principal activity during the period was the provision of education, training, advice, information and social welfare facilities for the African community in Luton, Bedfordshire and surrounding areas. The objectives also include the relief of poverty among the people of sub-Sahara Africa.

We have considered the Commission's guidance on public benefit and we believe that the objectives of the charity satisfy the public benefit criteria.

**FINANCIAL INFORMATION**

The charity company's main incoming resources continued to be from grants with grants income once again more than 98% of total incoming resources. Grants income was £55,053 and not materially different from last year of £56,434. Total incoming resources were £56,105 in the year compared to last year of £56,683. Incoming resources from the charity's own activities were a mere £1,052 although with an increase of £803 over last year. There were net outgoing resources of £8,480 in the year and the charitable company was only able to carry out its projects by the use of net incoming resources of £8,606 brought forward.

At 31 May 2018 almost all reserves have been used with only £126 of reserves being carried forward.

**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**REPORT OF THE TRUSTEES FOR THE ( Cont'd)**  
**YEAR ENDED 31 MAY 2018**

**RESERVES POLICY**

The Board of Trustees aims to build unrestricted reserves to be equal to 3 months running costs.

**RISK MANAGEMENT**

The charity when executing its objectives always considers ways and means of minimising the charity's exposure to risks in achieving its objectives. They carry out DBS checks on personnel to be employed even on voluntary basis.

**PLANS FOR THE FUTURE**

The aspiration of the charity is to expand its activities within Bedfordshire and beyond to the other regions of the United Kingdom. The charity is determined to continue seeking areas to generate more of its own funds to supplement grants from public and private sectors.

**STATEMENT OF DIRECTORS AND TRUSTEES RESPONSIBILITIES**

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year.

In preparing those financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the organisation to ensure that the financial statements comply with the Companies Act 2006.

The Trustees are also responsible for safeguarding the assets of the organisation and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report was approved by the trustees on 11 February 2019 and signed on their behalf by:



J O Nyaongo  
Director/Trustee



**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES ON THE  
UNAUDITED ACCOUNTS OF BEDFORDSHIRE AFRICAN COMMUNITY CENTRE  
LIMITED FOR THE YEAR ENDED 31 MAY 2018**

We report on the accounts of the charitable company for the year ended 31 May 2018 which are set out on pages 5 to 11.

**Respective responsibilities of trustees and examiner**

The trustees who are also the directors of the company for the purposes of company law are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to our attention.

**Basis of independent examiner's statement**

Our examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities SORP (FRS102) have not been met; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Michael Foley*

Michael Foley & Co  
Chartered Certified Accountants

Date: 11 February 2019

20 Rosslyn Crescent  
Luton  
Bedfordshire  
LU3 2AU

**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MAY 2018**

	Notes	2018	2018	2018	2017
		Unrestricted Funds	Restricted Funds	Total	Total
<i>Activities for generating funds:</i>		£	£	£	£
Training activities & others		1,052	-	1,052	249
<i>Incoming resources from charitable activities:</i>					
Grants	5	-	<u>55,053</u>	<u>55,053</u>	<u>56,434</u>
<b>Total incoming resources</b>		<u>1,052</u>	<u>55,053</u>	<u>56,105</u>	<u>56,683</u>
<b>Resources expended</b>					
Education and training	8	772	35,458	36,230	27,812
Advice, information & welfare	8	-	27,355	27,355	23,154
Governance	8	-	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>Total resources expended</b>		<u>772</u>	<u>63,813</u>	<u>64,585</u>	<u>51,966</u>
<b>Net incoming (outgoing) resources</b>		280	(8,760)	(8,480)	4,717
Total funds brought forward		<u>351</u>	<u>8,255</u>	<u>8,606</u>	<u>3,889</u>
Balance before transfers		631	(505)	126	8,606
Transfer between funds		<u>(505)</u>	<u>505</u>	-	-
<b>Total funds carried forward</b>		<u>126</u>	=	<u>126</u>	<u>8,606</u>



**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**BALANCE SHEET AS AT 31 MAY 2018**


	<u>Notes</u>	2018	2017
	£	£	£
<b>Fixed assets</b>			
Tangible assets	6	136	238
<b>Current assets</b>			
Debtor	11	300	-
Cash at bank and in hand		<u>3,210</u>	<u>13,097</u>
		3,510	13,097
<b>Creditors: amount falling due</b>			
<b>Within one year</b>	12	<u>(3,520)</u>	<u>(4,729)</u>
<b>Net current assets</b>		<u>(10)</u>	<u>8,368</u>
<b>Total assets less current liabilities</b>		<u>126</u>	<u>8,606</u>
<b>Funds</b>			
Unrestricted funds		126	351
Restricted		<u>-</u>	<u>8,255</u>
		<u>126</u>	<u>8,606</u>

For the financial year ended 31 May 2018 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees (directors) acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of its financial year, and of its net incoming resources for the financial year in accordance with sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by board of trustees on 11 February 2019 and signed on their behalf by:

  
R Ruhana  
Director/Trustee

**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MAY 2018**

**ACCOUNTING POLICIES**

**1 Accounting Policies**

**a) Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting Standard applicable in the UK (FRS102).

**b) Depreciation policy**

Provision for depreciation of fixed assets held for use by the charity is made at annual rates calculated to spread the cost (less anticipated residual disposal value) of each asset evenly over its expected useful life on the straight-line basis. The depreciation rates are as follows:

Furniture, fittings & equipment	20%
Computer equipment	33%

**c) Donations and grants**

Income from donations and grants, including capital grants if any, is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions, which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

**d) Income**

Income is accounted for on accruals basis. For the year almost all of the Charity's income is from grants.



**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont'd)**  
**YEAR ENDED 31 MAY 2018**

**2 Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT as the Charity is not registered for VAT and therefore is reported as part of the expenditure to which it relates.

- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its charitable activities of education and training, advice, information and social welfare. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include accountancy fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis e.g. time based and usage.

**3 Taxation**

There is no liability to any UK Tax arising neither from the results nor from any activity of the Charity.

**4 Hire purchase and leases**

Assets obtained under hire purchase contracts and finance leases are capitalized as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant period rate of charge on the net obligation outstanding in each period.

Rentals payable under operating leases are charged against income on a straight line basis over the lease period.

<b>5 Grants</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
The Big Lottery Fund	36,112	41,394
National Heritage	8,700	-
The Wixamtree Trust	-	3,000
Luton Borough Council	5,876	4,764
People's Health Trust	<u>4,365</u>	<u>7,276</u>
<b>Total</b>	<b><u>55,053</u></b>	<b><u>56,434</u></b>

**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont'd)**  
**YEAR ENDED 31 MAY 2018**

**6 Tangible fixed assets**

	Furniture & Office equipment £	Computer Equipment £	Total £
<b>Cost</b>			
At 1 June 2017	14,685	15,451	30,136
Additions in year	<u>-</u>	<u>-</u>	<u>-</u>
At 31 May 2018	<u>14,685</u>	<u>15,451</u>	<u>30,136</u>
<b>Depreciation</b>			
At 1 June 2017	14,685	15,213	29,898
Charged in the year	<u>-</u>	<u>102</u>	<u>102</u>
At 31 May 2018	<u>14,685</u>	<u>15,315</u>	<u>30,000</u>
<b>Net book value</b>			
At 31 May 2018	-	<u>136</u>	<u>136</u>
At 31 May 2017	-	<u>238</u>	<u>238</u>

**7 Analysis of net assets between funds**

	Tangible fixed assets £	Current assets £	Current liabilities £	Total £
Unrestricted	136	3,510	(3,520)	126
Restricted	<u><u>-</u></u> <u>136</u>	<u><u>-</u></u> <u>3,510</u>	<u><u>-</u></u> <u>(3,520)</u>	<u><u>-</u></u> <u>126</u>



**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont'd)**  
**YEAR ENDED 31 MAY 2018**

**8 Resources expended**

The classifications of resources expended as below have been done in accordance with the Charity's functions or objectives.

The basis of allocation was either direct or apportioned on the basis which the trustees considered to be equitable like floor space, time based and usage.

	Basis of Allocation		Education & Training		Advice Information & Welfare		Governance		2017
		£		£		£		£	£
Salaries and wages (incl. NI)	Usage	25,515		14,409		11,106	-	-	31,985
Employers Pension Cont.	Direct	124		78		46	-	-	87
Research and production costs	Usage	6,616		3,554		3,062	-	-	-
Training	Direct	7,938		7,938		-	-	-	1,308
Rent and rates	Usage	9,490		4,745		4,745	-	-	7,257
Travel and subsistence	Usage	2,447		1,223		1,224	-	-	1,000
Lunch club	Direct	3,618		-		3,618	-	-	2,681
Insurance	Usage	664		332		332	-	-	895
Printing, postage and Stationery	Usage	344		172		172	-	-	427
Telephone	Usage	1,658		829		829	-	-	475
Office equipment repairs	Usage	227		114		113	-	-	-
Professional fees	Usage	-		-		-	-	-	1,200
Subscription	Usage	60		30		-	-	-	125
Computer costs & website design	Usage	1,701		851		850	-	-	250
Payroll Services	Usage	398		199		199	-	-	375
Quality standards assurance	Direct	(790)		(395)		(395)	-	-	-
DBS	Usage	-		-		-	-	-	300
Entertainment & refreshment	Usage	527		263		264	-	-	491
Accountancy	Direct	1,000		-		-	1,000	-	1,000
Sundry	Direct	45		-		45	-	-	42
Lease equipment hire	Usage	2,113		1,057		1,056	-	-	1,966
Bank charges	Usage	16		8		8	-	-	-
Depreciation of fixed assets	Usage	102		51		51	-	-	102
Total resources expended		<u>63,813</u>		<u>35,458</u>		<u>27,355</u>	<u>1,000</u>		<u>51,966</u>

**9 Net incoming resources for the year:**

	2018 £	2017 £
This is stated after charging		
Depreciation of tangible assets	<u>102</u>	<u>102</u>

**BEDFORDSHIRE AFRICAN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont'd)**  
**YEAR ENDED 31 MAY 2018**

	2018	2017
	£	£
<b>10 Staff cost and numbers</b>		
Staff costs	24,260	30,427
Social security costs	1,255	1,558
Employers Pension cost	124	87
	<u>25,639</u>	<u>32,072</u>

No employee received emoluments of more than £60,000. No trustee was paid remuneration or reimbursed with expenses. The average weekly number of employees during the year, calculated on the basis of full time equivalent was 3 (2017- 3).

	2018	2017
	£	£
<b>11 Debtors</b>		
Other debtors and prepayments	<u>300</u>	<u>-</u>

<b>12 Creditors: amount falling due within one year</b>		
Social security & other taxes	2,045	2,896
Other creditors and accruals	<u>1,475</u>	<u>1,833</u>
	<u>3,520</u>	<u>4,729</u>

<b>13 Movement of funds-restricted funds</b>					
	Balance	Incoming	Outgoing	Transfers	T Transfers
	01.06.17	Resources	Resources	Unrestricted	Balance
	£	£	£	£	£
Education and Training	2,929	27,527	(35,958)	4,997	505
Advice, Information &	<u>5,326</u>	<u>27,526</u>	<u>(27,855)</u>	<u>(4,997)</u>	<u>-</u>
	<u>8,255</u>	<u>55,053</u>	<u>(63,813)</u>	<u>-</u>	<u>505</u>
					<u>=</u>

These are restricted funds given by the various organisations for carrying out the objectives as stated in the directors/trustees report at page 2 of these financial statements. There are no restricted reserves at 31 May 2018.